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ABSTRACT

This book is designed to help education students, recent graduates, and experienced teachers attain new teaching positions. Chapter 1, "The Right Job," discusses the process of deciding what kind of job best suits the job seeker's talents and preferences. The chapter highlights exploring important aspects of the job, such as education philosophies, teaching styles, administrative styles, and target locations. It also discusses job prospecting techniques. Chapter 2, "How Schools Hire Teachers," helps job seekers match who they are and what they want in the right job. It guides them through the complex hiring process that most districts use. Tips are presented for preparing applications and getting ready for interviews. Chapter 3, "Preparing a Resume and a Portfolio," outlines a resume and portfolio preparation, addressing formatting, packaging, and finishing touches that convey a professional appearance. Chapter 4, "Successful Interviewing," goes into detail about interviews, explaining the kind of background information that teacher candidates will need to gather. It also discusses how to anticipate questions and prepare impressive responses and includes tips about rehearsing for interviews and how to behave in interview situations. (SM)

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